

POSITION OPENING

March 26, 2012

PA Certified Spanish Court Interpreter **Court Administration**

Summary: This position provides Certified Court Interpreter Services upon written request to any Presiding Judicial Officer in court related hearings and events. Additionally, provides other interpretation and written translation services as ordered by the court or as requested under the direction the court administration or their designee.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSABILITIES

- Interpret in the three modes of interpretation (Simultaneous, Consecutive and Sight Translation)
 - Interpret for both court proceedings and other court-related events in person or via telecommunications devices.
 - Produce translations of documents, such as official orders and forms, public signs, notices, posters, form letters and correspondence.
 - Collect and enter data into automated record-keeping systems.
 - Participate in training activities individually or in groups to maintain and enhance interpreting and translating skills.
 - Work evenings and weekends as needed.
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must be certified by the Administrative Office of PA Courts Interpreter Program.
- Must possess valid PA drivers license and be willing to travel to any assignment in York County.
- Must possess excellent interpersonal skills and be able to work effectively with all levels of judiciary staff.
- Computer proficiency using Microsoft Word, Excel and Microsoft Outlook.

Special note: Newly hired employees must agree to a background check and drug test.

This is a collective bargaining unit, 40 hours a week Monday-Friday position.

Please submit cover letter and resume with salary requirements to:

Court Administration
Attn: Billa R. Jamison
45 N. George Street
York, PA 17401

Or visit our website at www.york-county.org to submit an application

Application deadline Friday April 6, 2012